



**LEGISLATIVE SUPPORT SERVICES
INVITES APPLICATIONS FOR THE POSITION OF:**

JOB TITLE: Facilities Coordinator

REPORTS TO: Director, LSS

RESPONSIBILITIES:

The Office of Legislative Support Services (LSS) provides a variety of services for all Legislative agencies, including addressing facility-related issues on the Legislative campus. The Facilities Coordinator acts as the primary interface between the Legislative agencies and the Department of Enterprise Services regarding all facility maintenance and Capitol Campus development matters. This position also: Serves as the project manager for Legislative agency-driven construction, installation and start-up of new facilities and systems, and; Supervise a Facilities Specialist who assists in the delivery of exceptional customer service.

TYPICAL WORK:

- Represent and advocate successful outcomes regarding all facility-related issues or concerns for Legislative agencies with their respective landlords, lessors or property owners.
- Provide consultative services for the development of plans, reports, and studies, and makes recommendations in support of Legislative facility needs.
- Assists legislative committees and administrations with the development of criteria for a comprehensive capital construction program supporting the Capitol group of legislative buildings.
- Reviews and advises Legislative agencies on all tenant lease, rental and inter-agency agreements.
- Serves as project manager for construction/installation and start-up of new facilities and systems; provides necessary coordination with other state agencies, local jurisdictions and stakeholder groups. Also monitors and controls the efforts of professional consulting firms retained by the legislature for various projects.
- Prepares Requests for Proposal (RFP's) that serve to define, negotiate and procure services or materials as needed by the Legislative tenants. Also prepares analysis and summary of responses by vendors/service providers and makes recommendations for award.
- Administer contracts from vendors and review/authorize payment requests.



- Compile and manage historical and current facility records. Maintains information to assure facility zoning compliance. Measure performance levels of the various building systems, and monitor effective, efficient and economical building utilization.
- Participates in the planning and implementation of relevant security systems and emergency procedures.
- Communicate with Legislative stakeholders regarding facility-related developments.
- Develop and implement innovative programs, processes and producers that reduce short and long term operating costs and increase productivity.
- Ensure that all of the services provided excel in performance standards and meet all customer expectations.
- Delivery of exceptional customer service

QUALIFICATIONS:

- Three (3) years in a position with supervisory experience.
- Four (4) years of experience in facilities management, facilities planning, or facilities project management.
- Knowledge of the legislature, legislative history, and legislative operations, desired.
- Demonstrated ability to establish effective working relationships with customers, employees, and public and private agencies.
- Understanding and experience working with rental, lease and inter-agency agreements.
- Understanding and experience in managing or oversight of capital budget facility construction projects.
- Knowledge of State Public Works Laws and other regulations concerning building construction, leasing and use of facilities; state and local building and zoning codes and regulations.
- Ability to estimate work hours and material needed for minor building alterations or modifications up to \$25,000.
- Ability to read blueprints and make material and work hour estimates based on drawings, designs, or contract documents.
- Communicate technical information both orally and in writing with both technical/trades and nontechnical personnel; relate well with both customers and facility organization personnel.
- Ability to multitask and work without direct supervision.
- Superior client/customer relationship management skills.
- Strong interpersonal and supervisory skills.
- Excellent verbal and written communication skills.
- Additional qualifying experience over five years may be substituted, year for year, for the education listed below.



EDUCATION:

A Bachelor's degree involving major study in architecture, business administration, property or land management, engineering, or an allied field (Additional qualifying experience may be substituted, year-for-year for education).

COMPENSATION:

The starting salary range is \$60,444 - \$75,480 annually, depending on the successful applicant's education and experience. Employee benefits include: health care, retirement options, paid time off, career and personal growth opportunities, dependent care assistance, access to the state Employee Assistance Program (EAP), commute trip reduction options, employee wellness programs, and optional WSECU membership.

APPLICATIONS:

Applicants should submit a letter of interest, resume, and references. Please submit application materials by 5:00 PM, Friday, August 14, 2015, to:

**Kevin Pierce, Director
Legislative Support Services
P.O. Box 40500
Olympia, WA 98504-0500**

An electronic application package may be sent to Kevin.Pierce@leg.wa.gov.

This position is open until filled. Applicants are encouraged to submit materials as soon as possible as screening and interviewing will begin shortly after the close date.

Legislative Support Services is an Equal Opportunity Employer.